


Headquarters East




Labor-Management Partnership Council

Council Minutes
August 12, 1998
2 – 4 p.m.

Approved:

 SEP 9 1998
Management Co-Chair / date

 SEP 9 1998
Union Co-Chair / date

The meeting began at 2:14 p.m. Attending for the union: Ann Brown, Balerma Burgess, Curtis Kitto, Bonnie Matheson, and Kathleen Patterson. Attending for the management: Richard Crooke, Jennifer Hovencamp, Tony Kendrick, and Kathi Martin. Absent: Mary Beth Skupien.

1. APPROVAL OF MINUTES of the July 8, 1998, meeting:

AGREED: Recommended that the questions and answers of August 10, 1998, Hovencamp e-mail be attached.

AGREED: Recommended future minutes would indicate members be identified as the party they represent.

AGREED: The word 'static' would be changed to 'changing.'

AGREED: In section 9 of page 4, the word 'the' would be changed to 'that' and 'survey's' changed to 'survey'.

CONSENSUS: The minutes were adopted with the identified changes. New minutes will be issued tomorrow.

2. PRESENTATION

Erica Stevens and Nicki Bratcher from the HHS Office of the Secretary, Employee and Labor Relations Staff, made a presentation on the services and training they can provide to assist the Council. They provide training in establishing partnerships, interest-based negotiations,

interest-based-problem-solving, and conduct partnership renewal retreats. In addition, their office provides facilitation support and services. The training they provide is tailored to fit the needs of the requesting group. They provided handouts of typical training agendas. They also discussed how they provide the training. They use projection technology that captures the written text of the meeting and which provides an immediate document of the meeting. They are customer service oriented and adjust their process or facilitation style to the needs of the customer or groups and periodically ensure the objectives of the group are being met or revised. They maintain a neutral position in all training and services they provide.

They presented questions for the LMPC to consider in reaching a decision on what types of training might be useful. (1) Who needs training? (2) What kind of training do they need and why, when? (3) Where should training be delivered? (4) May want to research other service providers, i.e. FMCS, FLRA

Comment: It has been their experience that most partnership councils use an interest-based approach. Consensus decision-making is the model used by the other councils that they know about.

Q: What do you mean by interest-based approach?

A: We try to help groups to identify what their important issues are and figure out solutions to meet those interests.

A brief explanation of the steps to interest-based negotiating was provided:

Stage A: Prepare [participants prepare]

Stage B: Initiate Problem-Solving [make a commitment to use this process]

Stage C: Problem Solving Steps [where the work takes place]

Step 1: Identify Issue(s)

Step 2: Generate interests (concerns/needs)[brainstorming, no challenges]

Step 3: Standards [parameters/criteria around decision, i.e. cost/legal/etc]

Step 4: General Options (solutions/how to's)

Step 5: Evaluate Options against Standards

Step 6: Writing Agreement

Stage D: Implementation

Q: What is the difference between interest-based negotiation training and interest-based problem solving?

A: Interest-based negotiation is focused on contracting.

Concluding comments: Alternative Dispute Resolution can be incorporated into a training package on interest-based problem solving. Preference is to have 1.5 days. Usually presented at the worksite. Off worksite training always works better. Payment is through a specific MOA between the OS and the OPDIV. Cost is approximately \$500 per day. Group size should be less than 30 to be effective. After the presenters departed further discussion ensued. It was agreed that the option of obtaining FMCS or FLRA training would be expensive and that the timeframe to contract for training with non-HHS offices could pose additional problems.

AGREED: To use HHS as a trainer. Jennifer Hovencamp will contact the trainers and obtain a calendar of training opportunity dates. Training topics will be determined at a later time.

3. **AGENDA REVIEW**

A review of the agenda was undertaken to prioritize what could be accomplished in the remaining time of the meeting. It was agreed to address the agenda topics HQE Budget and Space and table the agenda topics of the Draft performance Appraisal Recommendation memo, QWL, Alternates, and the Flexible Workplace Arrangements Policy.

4. **BONUS AWARDS**

An addition to the agenda was a discussion of the status of the performance bonus awards. The award percentages are still under review and final signature of the recommended percentages was expected by the end of the day. A progress report was given and awards are expected to be issued no earlier than the second week of September.

5. **BUDGET UPDATE**

A budget update was provided. A review of the FY 1999 budget proposal of the President was given; the Senate mark is \$53 million more than the President proposed and the House mark is \$147 million more than the President proposed. Those bills will be addressed in conference for final congressional budget decisions and an appropriations bill to be written. A review of the FY 2000 budget process was given and a report on the current status was provided that indicated the \$8 billion needs-based budget was provided to the Department and also the rules-based IHS budget request. The Department has increased the request of the Indian Health Service. An update on the Blueprint Team was provided that indicated the final meeting is scheduled for the end of this month and a final document may be issued in October. A personal opinion assessment was provided on the implications for the HQE budget based on the various budget issues addressed above.

6. **DRAFT PERFORMANCE APPRAISAL RECOMMENDATION**

The Draft Performance Appraisal Recommendation memo was reviewed and discussed. An updated draft will be provided by the next scheduled meeting of the Council.

7. **SPACE**

At the last General Staff Meeting (August), the Headquarters goal of co-locating Headquarters East offices in one building in 1999. [It was discussed and until further information is obtained it will be a goal of Calendar Year 1999.] It was also mentioned that the co-location issue would be one that the LMPC might take up. The Union complimented Management for involving the Union early in the process via the LMPC.

AGREED: That the Council would take up the co-location issue.

AGREED: That Jennifer Hovencamp would check with the OMS Director regarding co-location and request a charge document to the LMPC.

8. **SEPTEMBER 9, 1998, COUNCIL MEETING**

AGREED: The Union would coordinate the September Council meeting.

The meeting adjourned at 4:14 p.m.